



JOB DESCRIPTION: CLASS TEACHER

School:	Ruislip Gardens Primary School
Responsible to:	Leadership Team
Actual Salary / grade:	MPS

Job Purpose

A class teacher at Ruislip Gardens Primary School will:

- Be part of School Teachers' Pay and Conditions document October 2021
- Carry out the duties of a class teacher based on Teachers' Core Standards 2012.
- Secure and maintain high quality learning and teaching in order that pupils are able to make progress and achieve to their potential as successful, resilient and independent learners.

Safeguarding

In accordance with the commitment of Ruislip Gardens Primary School to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education", it is the individual's responsibility to promote and safeguard the welfare of children and young people in the school. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Alert the Designated Safeguarding Lead in the event of any suspected Child Protection issues that may be affecting a learner;

Data Protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018.

KEY AREAS OF IMPACT:

Main duties and Responsibilities: Building the Culture

- Establish and uphold the vision and values of the school through the full implementation of policies;
- Implement school policy and procedure reflecting the school's commitment to high achievement,
- ensuring each pupil is treated as an individual and able to develop as successful learners;
- Support the Key Stage team and Subject Leaders as required and directed in implementing the school development plan and to assist in evaluating the impact of the plan on teaching and learning.
- Play a full part in the life of the school community, make a positive contribution to ethos, vision and values of Ruislip Garden Primary School and encourage pupils to follow this example;
- Ensure each pupil is treated as an individual and able to develop as successful learners.
- Contribute to the development of learning to learn and assessment for learning.
- Establish and maintain an environment which promotes effective learning and provides an appropriate level of challenge for able students
- Develop a quality learning environment where the emphasis is on the recognition of positive achievements and where pupils and staff work co-operatively and collaboratively on purposeful tasks.
- Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.



- Create an environment that focuses on pupils that reflect the RGS's ambitious intentions.
- Deploy support staff effectively and motivate staff by personal influence, enthusiasm and excellent practice, raising the profile of the school's reputation
- When required, to update Governors of developments; speak at GB meetings and in committees

Main duties and Responsibilities: The Quality of Education

Demonstrate secure subject knowledge of the national curriculum areas and related pedagogy across the full age range

- Demonstrate ability to present subject matter clearly, promoting appropriate discussion about the subject matter being taught.
- Liaise with colleagues to ensure the National Curriculum programmes of study and attainment targets are translated into meaningful learning activities and are statutorily delivered as part of the Creative Curriculum.
- Work in a team, planning and delivering a curriculum which is matched to the needs of the pupils in the school;
- Plan and deliver lessons in accordance with the agreed scheme of work / Key Stage specification, taking account of the specific learning needs of pupils within the class.
- Provide a rigorous and sequential approach to the English and Maths curriculum to develop pupils' fluency, confidence, and enjoyment.
- Adhere to RGS marking and feedback policy - Demonstrate effective classroom practice by checking pupils' understanding systematically and adapt teaching as necessary.
- Actively promote personalised learning and assessment for learning opportunities for the benefit of the pupils;
- Analyse a range of relevant performance data for pupils in their class, report outcomes in pupil progress meeting, use this to plan future learning and inform target setting;
- Follow subject and school procedures for the assessment, recording and reporting of pupil attainment and progress including attendance at parents' evenings.
- Ensure all pupils develop detailed knowledge and skills across the curriculum and, as a result, achieve well against pupils nationally and locally.
- Provide timely and relevant information enabling each pupil to understand their current levels of attainment and the action they must take to achieve to their potential, including report writing;
- Actively promote the development of effective links internally and between partner schools and the wider community (locally, nationally and internationally);
- Plan homework or other out-of-class work to sustain individual learners' progress and to extend and consolidate learning through the marking of this work where appropriate;
- Ensure pupils with SEND achieve the best possible outcomes.
- Pupils' work across the curriculum is judged as good or better quality by school leaders and external observers.
- The appropriate application of ICT, literacy and numeracy to support teaching and wider professional activities;

Main duties and Responsibilities: Behaviour and attitude

- Adhere to school's behaviour policy (zone of relevance) and use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Alert the Headteacher in the event of any suspected Child Protection issues that may be affecting a learner.
- Set high expectations and manage behaviour effectively to ensure a good and safe learning environment.
- Ensure pupils behave with consistently high levels of respect for others playing a highly positive role in creating a school environment.
- Monitor attendance and behaviour of pupils in their class in accordance with school policy taking appropriate action including contacting parents.
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards that are consistent and fair



- Use the support of additional adults to manage classes effectively, using approaches which are appropriate to pupils' needs to involve and motivate them
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour through effective coaching.
- Encourage teaching assistants in 1:1 mentoring arrangements to provide pastoral/ wellbeing support for distressed pupils.
- Using the guidance of SENCO and external support the writing and the implementation of behaviour plans/strategies ensuring that child is supported in reaching their targets by adhering to the advice of external professionals, class teacher and leaders.
- Use support staff to track class records for rewards and behaviour logs. Monitor those rewards to ensure all children are celebrated.
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- Use support staff to monitor systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc.

Main duties and Responsibilities: Personal Development (pupils)

- Make and develop quality relationships with pupils, staff and parents;
- Liaise with colleagues to provide learning experiences which cater for the social, emotional, physical and intellectual needs of individual children.
- Liaise with Inclusion staff and support staff to develop learning opportunities to match the needs of the students.
- Identify rich experiences in a coherently planned way, in the curriculum and through extra-curricular activities, encourage the most disadvantaged pupils to take up the opportunities provided by the school.
- Consistently promote extensive personal development of pupils by identifying opportunities to develop their talents and interests and increase their life chances
- Attend school events as required.
- Ensure pupils have appropriate level of escorts on educational visits prioritising safety of pupils.
- Ensure assistant teachers provide administration of school journey to include medical packs, inhalers, epi pens as required

Additional Duties: Personal Development (self)

- Be accountable for improving teaching through appropriate professional development.
- Develop effective professional relationships with colleagues including specialist support, knowing when to draw on advice and how to respond to feedback to improve existing practice.
- Participate in the school's professional development framework through involvement in staff meetings, in-service training, offering curriculum and professional support to colleagues, home/school partnerships, visits to other schools, organising workshops, etc., as appropriate.
- Keep up to date on current educational information and research by attending courses, workshops and through personal reading
- Undertake any other duty as specified by school teachers' pay and conditions of service not mentioned in the above.

Quality Assurance:



- Participate, at the request of the Headteacher of SLT, in the school's monitoring, evaluation and review procedures including evaluation against quality standards and performance criteria;
- Evaluate the impact of their teaching on the progress of all learners and modify their planning and classroom practice where necessary.

Additional Notes

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified. As employees we comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile. RGS will endeavour to make necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but in consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Undertake the teaching of classes/groups as may reasonably be required by the Headteacher and/or Governors.

Take responsibility for a class of mixed ability pupils in the primary years;

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of RGS or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.